



TOM TINDALL  
Director

County of Los Angeles  
INTERNAL SERVICES DEPARTMENT

1100 North Eastern Avenue  
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*"To enrich lives through effective and caring service"*

Telephone: (323) 267-2101  
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November 13, 2012

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

13 November 13, 2012

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

**JOB ORDER CONTRACTS  
FOR MAINTENANCE, REPAIR, AND REFURBISHMENT  
OF COUNTY INFRASTRUCTURE AND FACILITIES  
ADOPT AND ADVERTISE VARIOUS SPECIFICATIONS, AWARD CONTRACTS,  
INCREASE AUTHORITY FOR VANIR CONSTRUCTION MANAGEMENT, INC.  
INCREASE AUTHORITY FOR  
AS-NEEDED ARCHITECTURAL & ENGINEERING SERVICES AGREEMENTS  
(ALL DISTRICTS) (3 VOTES)**

**SUBJECT**

This action is to adopt the Job Order Contract (JOC) Unit Price Book and Specifications; approve for advertisement bids to be received; award agreements to the Lowest Responsive and Responsible Bidders for 13 separate JOC agreements; increase expenditure authority for Vanir Construction Management, Inc. (Vanir); and increase expenditure authority for As-needed Architectural & Engineering Services (A/E) Agreements.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Find that the adoption of the JOC Unit Price Book and Specifications, advertisement for bids and award of JOCs are exempt from the California Environmental Quality Act, for the reasons stated in this letter and in the record of the action.
2. Adopt the November 2012 JOC Unit Price Book and Specifications.

3. Instruct the Executive Officer of the Board to advertise for bids to be received for thirteen separate JOCs in accordance with the Instruction Sheet for Publishing Legal Advertisements (Attachment I).

4. Authorize the Director of Internal Services Department (ISD) or his designee to prepare, award and execute six general, four specialty (two electrical, and two mechanical), and three small projects (one small general, one small paint, and one small electrical) JOC agreements to provide services to County facilities such as as-needed repair, deferred maintenance, and refurbishments. The agreements are for a one-year term effective on contract execution. JOC105, JOC106, JOC107, JOC108, JOC109, JOC110, EJOC31, EJOC32, MJOC28, and MJOC29 are not-to-exceed \$4.3 million each. SJOC01, SPJOC01, and SEJOC01 are not-to-exceed \$500,000 each to the lowest responsive and responsible bidders. The aggregate not-to-exceed amount for the thirteen agreements is \$44.5 million.

5. Increase the expenditure authority for the agreement with Vanir for supplementary project management and support services by \$1.3 million. Approval of this action will increase the not-to-exceed amount for Vanir's agreement from \$3.5 million to \$4.8 million for Fiscal Year (FY) 2012-13 only.

6. Increase the aggregate expenditure authority for supplementary A/E services agreements by \$2.0 million. Approval of this action will increase the not-to-exceed amount for the A/E services agreements to \$4.0 million for FY 2012-13 only.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of the recommended action will find that adoption of the JOC Unit Price Book and Specifications, advertisement for bids and award of JOCs are exempt from the California Environmental Quality Act (CEQA) and will augment ISD's ability to effectively and efficiently maintain and repair (including emergency repairs) County infrastructure and facilities.

JOCs are flexible, cost-effective unit price contracting method to accomplish maintenance, repair, and refurbishment of County infrastructure and facilities without extensive plans and specifications. JOCs are annual contracts that may be awarded for repair, remodeling, refurbishment, or other repetitive work, but not for new construction. This process reduces administrative requirements and lowers direct construction costs while meeting all federal, State, and County procurement requirements.

The Vanir agreement for project management and support services was approved by your Board on May 11, 2011, for a not to exceed amount of \$3.5 million per year. The recommended action to increase the expenditure authority for the Vanir agreement by \$1.3 million for FY 2012-13 only is necessary to meet the immediate and unanticipated project management requirements associated with an increase in County's maintenance, repair and refurbishment projects and County Office of Sustainability energy efficiency and LEED certification projects. ISD will immediately commence a new solicitation for subsequent Fiscal Year project management and support services and return to your Board for approval to award and execute a new agreement for such services.

The master agreements for A/E services were approved by your Board on March 8, 2011 for \$2.0 million per year. The recommended action to increase the expenditure authority by \$2.0 million for FY 2012-13 only for A/E services is necessary to meet the additional, and unanticipated A/E services requirements associated with the increase in maintenance, ADA, fire/life safety and refurbishment

projects. ISD will immediately commence a new solicitation for subsequent FY A/E services and return to your Board for approval to award and execute new A/E agreements.

### **Implementation of Strategic Plan Goals**

This action meets the County's Strategic Plan Goal No. 1 for Operational Effectiveness by providing timely facilities services, effectively managing County resources and investing in public infrastructure.

### **FISCAL IMPACT/FINANCING**

Maintenance, repair, and refurbishment work will be funded through the appropriate maintenance, capital, refurbishment, or infrastructure project budgets. ISD's Fiscal Year (FY) 2012-13 Adopted Budget includes \$34.5 million for JOC agreement expenditures. Since these contracts are spread across two fiscal years, ISD will request the additional S&S appropriation (\$10.0 million) in our FY 2013-14 budget submission. ISD will only incur JOC expenditures to the extent that they are offset through County department and Contract Cities billings and within available appropriation. For capital projects, no work will be assigned to these JOCs without authorization from the Chief Executive Office.

The recommended action to increase expenditure authority for construction project management and support services will increase the maximum allowable expenditure in FY 2012-13 only. ISD will only incur construction project management expenditures to the extent that they are offset through County department billings and within available appropriation.

The recommended action to increase expenditure authority for A/E services will increase the maximum allowable expenditure in FY 2012-13 only. ISD will only incur A/E services expenditures to the extent that they are offset through County department billings and within available appropriation.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

Board approval of the recommended actions is required by Public Contract Code Sections 20124 and 20125.

Public Contract Code Section 20128.5 allows individual JOCs to have a one-year term and a maximum value of \$4.3 million. A 1997 amendment to the Public Contract Code allows annualized increases in the maximum contract value, based on the California Consumer Price Index. However, given ISD's available budget in FY 2012-13 for JOC agreement expenditures, JOC105, JOC106, JOC107, JOC108, JOC109, JOC110, EJOC31, EJOC32, MJOC28, and MJOC29 are not-to-exceed \$4.3 million each. SJOC01, SPJOC01, and SEJOC01 are not-to exceed \$500,000 each. There are no minimum obligations on these contracts.

The terms and conditions of the recommended contracts will be approved as to form by County Counsel prior to execution and will contain the Board's required contract provisions including those pertaining to consideration of qualified County employees targeted for layoffs as well as qualified GAIN/GROW participants for employment openings, compliance with the Jury Service Ordinance, Safely Surrendered Baby Law, the Child Support program, Defaulted Tax Program Ordinance, and the Local Worker Program. The JOC Agreements are not Proposition "A" contracts and therefore are not subject to the County's Living Wage Program.

Data regarding the proposers' minority participation will be on file with ISD. The contractors will be selected upon final analysis and consideration without regard to race, creed, gender, or color.

The General Conditions and November 2012 Unit Price Book and Specifications include the contractual provisions, methods, and material requirements necessary for this project and are on file with ISD.

ISD's existing agreement with Vanir has a one-year contract term effective July 1, 2011, with four (4) one-year renewal options, and six (6) month-to-month extensions. ISD's existing A/E services master agreements have a one-year term effective April 1, 2011, with options to extend for two (2) additional one-year periods.

### **ENVIRONMENTAL DOCUMENTATION**

The recommended action, to adopt the Job Order Contract Unit Price Book and Specifications, advertise for bids and award of JOCs are categorically exempt from CEQA. JOC projects include repair, maintenance and refurbishment of existing structures and facilities as requested by County departments, which are generally categorically exempt under Section 15301, Class 1, of the State CEQA Guidelines. The proposed work involves either negligible or no expansion of existing use, and any replacement structures will have substantially the same purpose and capacity as structures replaced. ISD will file all required Notices of Exemption for each categorically exempt project as required by CEQA. For any work that is not determined to be exempt from CEQA following further assessment, the Department will return to the Board to recommend approval of the appropriate environmental documentation pursuant to CEQA prior to implementation of applicable work orders under the JOCs.

The recommended action to increase the spending authority for supplementary project management and A/E services is not a project pursuant to the CEQA because it is an activity that is excluded from the definition of a project by Section 15378(b) of the State CEQA Guidelines. The proposed actions are an administrative activity of the government, which will not result in direct or indirect changes to the environment.

### **CONTRACTING PROCESS**

The Executive Officer of the Board will advertise the JOC invitation for bids in various publications throughout the County of Los Angeles. Additionally, ISD will advertise the invitation for bids on the Green Sheet publication and post the bids on the County's "Doing Business with Us" web site.

The recommended JOCs will be solicited on an open-competitive basis and in accordance with applicable federal, State, and County requirements. The County will award contracts to the lowest responsive and responsible bidder pursuant to the State Public Contract Code.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The use of these contracts will expedite the completion of maintenance, repair, and refurbishment of County infrastructure and facilities work managed by ISD. Minor impacts to tenant departments may occur while maintenance, repair, and refurbishment of County infrastructure and facilities work is underway.

The Honorable Board of Supervisors

11/13/2012

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There is no employee impact. JOCs are intended to augment, but not replace the County workforce, and to ensure our ability to respond to emergent requirements.

**CONCLUSION**

Upon Board approval, please return one adopted stamped copy of this letter to ISD.

Respectfully submitted,

A handwritten signature in dark ink that reads "Tom Tindall". The signature is written in a cursive, slightly slanted style.

TOM TINDALL

Director

TT:TB:TE:jpm

Attachment and

Enclosures

c: Executive Officer, Board of Supervisors  
Chief Executive Officer  
Deputy Chief Executive Officer  
County Counsel

## **ATTACHMENT I**

### **INTERNAL SERVICES DEPARTMENT: JOB ORDER CONTRACTS FOR MAINTENANCE, REPAIR, AND REFURBISHMENT OF COUNTY INFRASTRUCTURE AND FACILITIES ADOPT AND ADVERTISE VARIOUS SPECIFICATIONS, AWARD CONTRACTS (ALL DISTRICTS) (3 VOTES)**

PUBLISHING LEGAL ADVERTISEMENTS: In accordance with the State of California Public Contract Code Section 20125, you may publish once a week for two weeks in a weekly newspaper, or ten times in a daily newspaper. However, the first publication must appear at least 10 days prior to the bid opening date. Forward three reprints of this advertisement to Alterations & Improvements Division, Internal Services Department, 1100 Eastern Avenue, Los Angeles, California 90063.

### **OFFICIAL NOTICE INVITING BIDS**

Notice is hereby given that Internal Services Department (ISD) will receive sealed bids for furnishings, materials, labor, and equipment required to complete construction for the following work:

<b><u>SPECS.</u></b>	<b><u>PROJECT</u></b>	<b><u>BID DOC. FEE</u></b>	<b><u>BID DEADLINES</u></b>	
			<b><u>DATE</u></b>	<b><u>TIME</u></b>
JOC Specs.	JOC 105	\$50.00 each	12/11/2012	9:00 a.m.
JOC Specs.	JOC 106	\$50.00 each	12/11/2012	9:00 a.m.
JOC Specs.	JOC 107	\$50.00 each	12/11/2012	9:00 a.m.
JOC Specs.	JOC 108	\$50.00 each	12/11/2012	9:00 a.m.
JOC Specs.	JOC 109	\$50.00 each	12/11/2012	9:00 a.m.
JOC Specs.	JOC 110	\$50.00 each	12/11/2012	9:00 a.m.
JOC Specs.	EJOC 31	\$50.00 each	12/11/2012	9:00 a.m.
JOC Specs.	EJOC 32	\$50.00 each	12/11/2012	9:00 a.m.
JOC Specs.	MJOC 28	\$50.00 each	12/11/2012	9:00 a.m.
JOC Specs.	MJOC 29	\$50.00 each	12/11/2012	9:00 a.m.
JOC Specs.	SJOC 01	\$50.00 each	12/11/2012	9:00 a.m.
JOC Specs.	SPJOC 01	\$50.00 each	12/11/2012	9:00 a.m.
JOC Specs.	SEJOC 01	\$50.00 each	12/11/2012	9:00 a.m.

Copies of the project manual and technical specifications may be obtained at the **mandatory** Pre-bid Conference or Internal Services Department Bid Office located at 1100 N. Eastern Avenue, Los Angeles, California, 90063 for the fee stated above. For bid information, please call (323) 267-3129 or (323) 267-2243. Each bid shall be submitted on the required form sealed and filed at the Bid Office located at the first floor of 1100 N. Eastern Avenue, Los Angeles, CA 90063 no later than 9:00 a.m. on the date indicated above. Bids will be publicly opened, examined, and declared by ISD JOC Contract Administration approximately 15 minutes following the deadlines for



submission of bids stated above in Conference Room G101, 1100 N. Eastern Avenue, Los Angeles, CA 90063.

Bidders must comply with the provisions of the Bidding Requirements and General Conditions concerning bid guarantee, contract bonds, and insurance requirements. These projects require the prime contractor to possess a "B" license at time of bid for General Contract JOCs (JOC105, JOC106, JOC107, JOC108, JOC109, JOC110). Contractors bidding Electrical JOCs (EJOC31, EJOC32) are required to possess a "C-10" license at time of bid. Contractors bidding the Mechanical JOCs (MJOC28, MJOC29) are required to possess a "C-20" and "C-36" license at time of bid. Contractor bidding Small General Projects (SJOC01) is required to possess a "B" license at time of bid. Contractor bidding Small Paint JOC (SPJOC01) is required to possess a "C-33" license at time of bid. Contractors bidding Small Electrical JOC (SEJOC01) is required to possess a "C-10" license at time of bid. Contractor should verify to his/her satisfaction that he/she holds the correct license for this type of project.

#### **PREBID CONFERENCE**

ISD will hold a single **mandatory** pre-bid conference for all of the listed Job Order Contract (JOC) contracts/projects at 10:00 a.m. on December 3, 2012, Conference Room G101 at 1100 N. Eastern Avenue, Los Angeles, CA 90063 to provide information on the JOC, bidding process, and answer any questions that potential bidders may have. A bid submitted by a company that did not have a representative of the company sign in as being present at the mandatory pre-bid conference will be rejected as non-responsive, and it is strongly recommended that the representative who attends the mandatory pre-bid conference for the company be a principal of the company or a person authorized to make decisions for the company. For further directions, please contact Ms. Sue Chang at (323) 267-3129 or Ms. Jane Lee at (323) 267-2243.

### **OTHER INSTRUCTIONS**

The County supports and encourages equal opportunity contracting. The contractor shall make good faith efforts, as defined in Section 2000 of the Public Contract Code, relating to contracting with Community Business Enterprises.

The Board of Supervisors reserves the right to reject any or all bids or to waive technical errors and discrepancies in bids submitted in the public's interest.

Si necesita información en español, por favor llame al telefono (323) 267-2864.



Upon 72 hours notice, ISD can provide program information and publication in alternate formats or make other accommodations for people with disabilities. In addition, program documents are available at our office in Los Angeles (1100 N. Eastern Avenue, Los Angeles), which is accessible to individuals with disabilities. To request accommodations ONLY, or for more ADA information, please contact our departmental ADA Coordinator at (323) 267-2432, Monday through Thursday, from 7:00 a.m. to 5:30 p.m.



Con 72 horas de notificación, ISD puede proporcionar información y publicaciones sobre el programa y formas alternas o hacer otras comodidades para gente incapacitada. Además, documentación sobre el programa está disponible en nuestra oficina principal en Los Angeles (1100 N. Eastern Avenue, Los Angeles) lo cual es accesible para individuos con incapacidades. Para solicitar comodidades SOLAMENTE, o para mas información del ADA, pongase en contacto con nuestro Coordinador del ADA del departamento al (323) 267-2432, de Lunes a Jueves de 7:00 a.m. a 5:30 p.m.

By order of the Board of Supervisors of the County of Los Angeles, State of California,  
dated November 13, 2012.

SACHI A. HAMAI, EXECUTIVE OFFICES  
OF THE BOARD OF SUPERVISORS  
OF THE COUNTY OF LOS ANGELES